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15 June 1951

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3. TIME, LEAVE AND PAY

Reference:

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- A. Division and Staff Chiefs will schedule Saturday duty for only those employees necessary to meet the requirements of their respective offices. It should be understood that, unless necessary to meet requirements, individual employees are not expected to work more than the normal Monday through Friday 40-hour week. However, as a minimum, strength and composition of the staff on duty will be such as to insure that any urgent or unexpected problem which any component of this Office could reasonably expect to have referred to it, can be effectively and expeditiously handled. In all cases the Saturday staff will include employees on duty in the office of the Division Chief and the Chief of each Field Office or Bureau who are competent to act for the Division, Field Office, or Bureau Chief, if necessary.

/s/ L.K. White
Deputy Assistant Director
for Operations

Effective: 15 June 1951

25 YEAR RE-REVIEW

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